



**S · A · I · S**

**APPLICATION FORM  
(NEW/RENEWAL/EXTENSION OF SCOPE)**

**TO REGISTER AS A SAIS ASSESSOR**

## CRITERIA TO REGISTER

- All assessors must be full members of SAIS (practicing or non-practicing) and should have a minimum of five years' work experience in the financial markets.
- All assessors must be familiar with SAIS assessment and moderation policy.
- If not already a member of SAIS, membership registration must be completed before SAIS can proceed with assessor registration.

Complete the application form below to register as a SAIS assessor.

Provide proof of credentials in line with the qualification, part qualification, programme or RPL being assessed.

## ASSESSOR APPLICATION

The application is to be completed in full and all required documents to be submitted.

### APPLICANT DETAILS

**SAIS  
Admin**

Title			
Surname			
First name(s)			
RSA Identity Number			
Passport number (if not RSA citizen)			
Nationality			
Residential status			
Gender	Male	Female	
Population group	African	Indian	
	Coloured	White	
Other: (Please specify)			
Disability			
Home language			
Highest qualification/s (Attach certified copies of qualification/s)			

Experience in the industry  
(Attach curriculum vitae)

Current occupation

SAIS membership number

### CONTACT DETAILS

Business telephone number

Cell phone number

Email address

### BUSINESS ADDRESS

Address

City

Postal code

Province

### QUALIFICATION INFORMATION

Please provide the following information regarding the qualifications/exams for which you apply to become an assessor.

Qualification/exam name

SAQA ID (if applicable)

NQF Level (if applicable)

Qualification/exam name

SAQA ID (if applicable)

NQF Level (if applicable)

### DOCUMENTS FOR SUBMISSION

The following documents must be submitted with the application otherwise the application will be declined

Certified copy of identity document

Certified copies of qualifications (certificates, diplomas, degrees) wel

Current curriculum vitae

SAIS  
Admin

SAIS  
Admin

SAIS  
Admin

## DECLARATION OF AUTHENTICITY BY APPLICANT

I hereby declare that the information supplied is true and correct

\_\_\_\_\_  
SIGNATURE OF APPLICANT

DATE \_\_\_\_\_

### CODE OF CONDUCT FOR ASSESSORS

I, the undersigned, hereby commit myself to abide by the South African Institute of Stockbrokers (SAIS) Code of Conduct in relation to all my work conducted as a SAIS registered assessor.

#### THE CODE OF CONDUCT TO WHICH I AGREE IS AS FOLLOWS:

##### 1. Responsibilities

To assess candidates against the relevant assessment criteria.

- To assess in a fair and transparent manner, avoiding bias.
- To adhere to the timelines for assessment as set out in the assessment specifications of the occupational qualifications or as agreed with SAIS.
- To complete and submit assessment reports on time to SAIS.

##### 2. Declaration of Interest

On being registered and requested to assess candidates, assessors must inform the SAIS education committee whether any actual or potential conflict of interest exists involving the candidates, moderators or any other relevant parties.

##### 3. Working Practices and Quality Standards

- Assessors must act responsibly, professionally, accurately and in an unbiased manner in the assessment process.
- Assessors must not accept any inducements, commissions, gifts or any other benefits (apart from fair payment).
- Assessors must report any assessment irregularities, complaints or appeals to SAIS in their reports (or as soon as they occur).
- Assessors must not intentionally communicate false or misleading information that may compromise the integrity of the assessment.
- All relationships with candidates, moderators and providers must be strictly professional.

##### 4. Confidentiality

All information about individual learners and their marks must remain confidential.

##### 5. Relationship with SAIS

Assessors should be registered members of SAIS and are therefore required to retain their membership. Their registration as assessors will automatically be terminated if their membership is terminated (irrespective of the reason for such termination).

NAME (printed) \_\_\_\_\_ (in full)

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

Please note:

Complaints submitted by assessors to SAIS will be addressed by the SAIS education committee.

All complaints submitted about assessors will be investigated by the SAIS education committee and if an assessor is in breach of the Code of Conduct, the assessor will be de-registered and will no longer act on behalf of SAIS.

Should an assessor believe he/she has been unfairly refused registration, extension of registration or unfairly de-registered, an appeal may be lodged in writing with the chairperson of the SAIS education committee. The matter will be dealt with by the education committee and their decision will be final.

**For administration purposes only**

Assessor registration number

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Registration start date

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Registration end date

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